



## **Massachusetts Department of Environmental Protection**

Bureau of Waste Prevention – Solid Waste Management

Demonstration Project Permits

**BWP SW 32** Scope of Work for a Solid Waste Demonstration Project

**BWP SW 33** Solid Waste Demonstration Project Report

**BWP SW 35** Recycling, Composting or Conversion (RCC) Demonstration Project

## **Instructions and Supporting Materials**

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### **Table of Contents**

- introduction
- permit fact sheet
- completeness checklist

### **Introduction**

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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# Permit Fact Sheet

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## 1. What is the purpose of these permits?

Certain new or innovative solid waste, recycling, composting or conversion technologies or processes are required to undergo the demonstration process. This demonstration provides assurances that public health, safety and the environment will be protected prior to the utilization of the new technologies and processes on a larger scale.

Legal authority is found in MGL c. 21A, ss 2 and 8, c. 111, s. 150A. The regulatory authority for permitting demonstration projects is found in 310 CMR 19.062 and 310 CMR 16.05(8).

## 2. Who must apply?

- a. Site assigned solid waste facilities proposing to utilize new or innovative technologies which would not be approved under the facility's operating plan, or under other applicable sections of 310 CMR 19.000.
- b. Anyone proposing an innovative process for the recycling, composting or conversion of a recyclable or organic material at an unassigned site in accordance with 310 CMR 16.05(8).

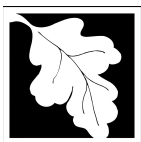
### 2a. Which application should I file?

- A scope of work for a **Solid Waste Demonstration Project** is required before a new or innovative solid waste management technology can be tested so that the Department can ensure the proposed activity has merit and is protective of the public health, safety and the environment.
- A **Solid Waste Demonstration Project Report**, submitted at the conclusion of the demonstration project, provides the results and conclusions of the demonstration project. After review of that report the Department will make a determination whether the demonstrated technology should be approved for larger scale use on a permanent basis
- A **Recycling, Composting or Conversion Demonstration Project** is required for all projects demonstrating the effectiveness and utility of a new or innovative recycling, composting, or conversion technology using recyclable or organic material. The scope of work for the proposed RCC demonstration project must be approved prior to starting the operation. A final project report is required at the conclusion of the project so that the Department can determine what regulatory requirements will apply to the full scale activity.

## 3. What other requirements should be considered when applying for these permits?

A Scope of Work for a Solid Waste Demonstration Project (BWP SW 32) must be approved prior to submittal of a Solid Waste Demonstration Project Report (BWP SW 33).

For facilities which have gone through prior MEPA review, it may be necessary to file a notice of project change to the MEPA unit to determine whether the proposed project constitutes further review by that unit. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830).



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# Permit Fact Sheet

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**MassDEP cannot complete technical review of the permit application until the MEPA process has been concluded.** Copies of MEPA filings should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office. Find your region:

<http://www.mass.gov/eea/agencies/massdep/about/contacts/>

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all requirements.

#### 4. What is the application fee?

<b>BWP SW 32 Solid Waste Scope of Work</b> .....	\$2,075
<b>BWP SW 33 Solid Waste Project Report</b> .....	\$4,950
<b>BWP SW 35 RCC Project</b> .....	\$1,458

#### 5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

Reserve Copy Location:

**Dep't. of Environmental Protection**  
\* **Regional Office**  
**Solid Waste Management**

**Dep't. of Environmental Protection**  
**Solid Waste Management**  
**1 Winter Street**  
**Boston, MA 02108**

\*Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>=

A copy of the application must be sent to the local board of health.

#### 6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website at:

<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

#### 7. What is the annual compliance fee?

Annual compliance fees do not apply as these operations are time-limited. Facilities at which these projects occur may be required to pay annual compliance fees under the provisions of 310 CMR 4.03(2).

#### 8. How long are these permits in effect?

A demonstration project shall be valid for the duration stated in the permit but for no more than two years from the date of issuance, unless renewed as provided for in 310 CMR 19.062(7) or 16.05(8). The Department may also terminate the permit at any time if the project does not adequately protect public health, safety, and the environment.



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## **Permit Fact Sheet**

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**9. How can I avoid the most common mistakes made in applying for these permits?**

- a. Strictly adhere to the application requirements of 310 CMR 19.062(2) or 16.05(8). Allow sufficient time for the demonstration and provide sufficient collected data to ensure that the information can be adequately evaluated.
- b. Submit fee and one copy of the MassDEP Transmittal Form  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html> to:  
Department of Environmental Protection, P.O. Box 4062, Boston, MA 02211.

**10. What are the regulations that apply to these permits? Where can I get copies?**

These regulations include, but are not limited to:

- a. Solid Waste Management Facility Regulations, 310 CMR 19.000.
- b. Site Assignment Regulations for Solid Waste Facilities, 310 CMR 16.00.
- c. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

**State Bookstore (in State House)**  
Room 116  
Boston, MA 02133  
617-727-2834

**State Bookstore**  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Solid Waste Management  
Demonstration Project Permits

**BWP SW 32** Scope of Work for a Major Demonstration Project

**BWP SW 33** Major Demonstration Project Report

**BWP SW 35** Minor Demonstration Project Report

## **Application Completeness Checklist**

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- ☐ The MassDEP Transmittal Form is completed:  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>
- ☐ Information requested on application has been supplied.
- ☐ Certification statement submitted and signed (310 CMR 19.011 or 310 CMR 16.07).

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send a copy of the application, with any supporting documentation, along with one copy of the MassDEP Transmittal Form to these three locations:

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office  
Solid Waste Management

\*Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

**AND**

Department of Environmental Protection  
Solid Waste Management  
1 Winter Street  
Boston, MA 02108

**AND**

Board of Health  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (City or Town)

- ☐ Send fee of:

\$2,075 for BWP SW 32;  
\$4,950 for BWP SW 33;  
\$1,458 for BWP SW 35;

in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211